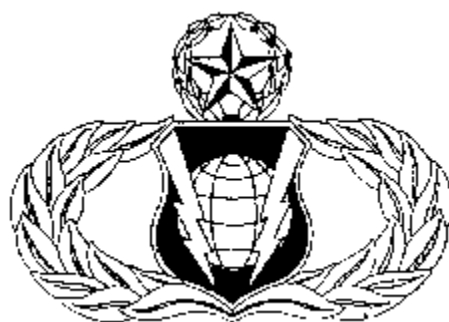


DEPARTMENT OF THE AIR FORCE

AO-M-10

**AIR FORCE FLIGHT STANDARDS AGENCY
1535 COMMAND DRIVE, SUITE D-309
ANDREWS AFB, MD 20762-7002**

AIRFIELD OPERATIONS TRAINING SERIES



MANAGEMENT

AIRFIELD OPERATIONS FLIGHT OFFICER

TRAINING GUIDE

July 2004

FOREWORD

PURPOSE: Provide assistance to USAF airfield operations management officers' in their training progression. This product is intended to supply references, guidance, and scenarios to facilitate efficient training. It is not intended to replace or supersede official regulations, procedures, or directives. Due to the complexity and uniqueness of each airfield, previously introduced information may be repeated thorough out this publication. Although the technical school provide an excellent foundation for Airfield Management, a committed level of involvement is essential in satisfying these training requirements and meeting the airfield mission at your base.

SANDRA SERAFIN, Colonel, USAF
Director of Airfield Operations

OPR: HQ AFFSA/XAR

Distribution: F Supersedes AT-M-10, 15 April 1996; AT-M-11, 1 April 1998.

INTRODUCTION

This guide was developed to enhance training for newly assigned airfield operations officers in airfield management and air traffic control operations and procedures. It focuses on hands-on training on duties typically performed at the unit level. It may also be useful for refresher training for staff officers returning to operational assignments. The guide was designed to enforce and build upon training and information provided during the Airfield Operations Officer Training Program (OTP). As such, it serves as a link between training provided in the academic environment and duty performance in the field.

This is not a 'self-study' guide. The new AOF officer will benefit immeasurably from the experience and knowledge of the trainer. All exercises/lessons contained within should take between 6 to 12 months to complete. The majority of duties common to AOF officers are included. However, many bases have unique requirements an AOF officer must be knowledgeable of to be an effective leader. Trainers are urged to incorporate any site-specific duties into the training program. The trainer can sign off portions of this guide in advance if the trainee satisfied the requirements of projects while attending OTP.

AOF officers should work through this guide while obtaining required facility ratings or certifications. Trainees do not have to complete projects in any particular order. When actual events occur (mishap, HATR, AOB, etc.), the trainer should refer to the appropriate lesson and provide the trainee with 'live' training throughout the event.

Please forward comments and/or recommendations for this guide to HQ AFFSA/XAR, DSN 857-4840 or e-mail AFFSA.XARC@andrews.af.mil.

INSTRUCTIONS TO THE AOF OFFICER

You are jointly responsible with your trainer for completing this required training. Review this guide with your trainer (usually the Airfield Operations Flight Commander (AOF/CC)) prior to beginning training. Decide which project(s) you should start with, and enter start date(s) as required. While working these projects, don't hesitate to solicit assistance from other Airfield Operations officers and Facility Chiefs at your location. Your trainer should review each project after completion. Both you and your trainer must 'sign-off' each project. When a project requires you to visit a facility or interview a base individual, be sure to do it—it's your opportunity to get the information and tools you'll need to be effective in your job. Most projects should be completed using actual on-the-job scenarios; however, some projects may require simulated or hypothetical scenarios to keep training flowing smoothly and be completed within time requirements. AFFSA realizes some locations may have a Chief, Air Traffic Control Training and Standardization (TSN) versus a Chief, Air Traffic Control Training (CATCT) or Chief, Standardization and Evaluation (CSE) on their staff; please use the terms interchangeably in this document. Be proactive in seeking trainer feedback for each project. **ASK QUESTIONS!** You must clearly understand what is expected in each situation, and why the task is being accomplished. After completion, maintain a record of this training in your AF Form 623. Good Luck!

INSTRUCTIONS TO THE TRAINER

You are the key to success in the training process. Conduct an initial/complete review of this guide with your trainee. To the extent possible, schedule projects to coincide with actual events or projects in your unit (i.e., schedule the AOB training block when actually preparing for your AOB meeting). Simulated scenarios may be used when accomplishing the project if using an actual scenario is not practical. Review each project with the trainee and let him/her know exactly what is expected and when the project should be completed. Offer guidance when the trainee needs it and thoroughly review each project as it is done. Quality guidance and feedback are crucial to the trainee's learning experience. AFFSA realizes that some locations may have a TSN versus a CATCT or CSE on their staff; please use the terms interchangeably in this document. Remember, you're not just training a new officer; you're establishing his/her foundation of knowledge and ability for success in our career field.

CORRECTIONS TO TRAINING SERIES

Please tell us if you encounter an item that is inaccurate or needs clarification. Use this page and reference the series number, the page, and paragraph number. State briefly what is wrong and then write your correction or suggestion to correct or improve it. Detach this page from the booklet and return it to:

HQ AFFSA/XAR
1535 COMMAND DRIVE, SUITE D-304
ANDREWS AFB, MD 20762-7002

You can also e-mail the above information to us at AFFSA.XARC@andrews.af.mil. Also, remember to browse the HQ AFFSA/XAR Homepage for information on career field news and products. The Internet address is <https://wwwmil.andrews.af.mil/pages/AFFSA/affsa.htm>.

CONTENTS

Part I (Administrative)

<u>Lesson Objective</u>	<u>Page</u>
1. Base Organizations & Other Agencies Key to AOF Mission	6
2. Airfield Operations Flight Administrative Procedures	9
3. Airfield Operations Boards	11
4. USAF Air Traffic System Evaluation Program (ATSEP)	12
5. USAF Inspection Systems	13
6. Unit Mobility Operations	15
7. Contingency and Support Planning	17
8. Requesting and Employing Combat Communications Assets	18
9. Resource Management	19
10. Medical Requirements for ATC	20
11. Personnel Management Actions	21
12. Manpower Standards	23
13. Training Management	24
14. Enlisted/Officer Performance Reports	27
15. Recognition Programs	29
16. Interaction with Other Base Support Agencies on Airfield Matters	31

Part II (Operations)

<u>Lesson Objective</u>	<u>Page</u>
1. Facility Operations	32
2. Flightline Driver's Familiarization Program	34
3. Flight Inspections	35
4. Joint/Shared-Use Airfields-Civil Aircraft Operations	37
5. Air-Show/Open House/Special Events	38
6. Airspace Management	39
7. Airfield Waivers	41
8. Construction Management	42
9. Environmental Issues affecting Airfield Management	44
10. Bird/Wildlife Aircraft Strike Hazard (BASH)	45
11. Hazardous Air Traffic Report (HATR) Program	46
12. Aircraft Mishaps	47
13. Mid-Air Collision Avoidance (MACA) Programs	48
14. Terminal Instrument Procedures (TERPS)	49
15. Flight Information Publication (FLIP) Program	51

PART I - Lesson 1

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

KEY BASE ORGANIZATIONS & OTHER AGENCIES KEY TO AOF MISSION

OBJECTIVE: Familiarize the AOF officer with the missions of various flight, squadron and base level organizations. Familiarize trainee with other agencies that interact with the AOF.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-204, AFI 13-213, FAAO 7210.3, and AFI 91-202.

KNOWLEDGE: Discuss key functions with the appropriate organizational representative.

TASKS:

1. Schedule a tour of the following personnel/organizations. Discuss the facility or office role and how it interacts with AOF officers and/or the AOF.

1.1. Squadron

1.1.1. Commander

1.1.2. Operations Officer (obtain unit mission brief if not given by OSS/CC)

1.1.3. First Sergeant

1.1.4. Squadron Section Commander/Commander's Support Staff

1.1.5. Squadron Resource Advisor (emphasize GPC procedures; local budget process/timelines/FINPLAN) (***cross reference with Part I, Lesson 9***)

1.1.6. Wing Flying Scheduling Office (normally collocated in OSS, Current Operations Flight)

1.1.7. Wing Plans Office (review OPLANS, Disaster Control Group and exercise requirements, normally collocated in OSS) (***cross reference with Part I, Lesson 7***)

Note: Some wings have moved flight to wing staff. .

1.1.8. Squadron Unit Deployment Manager (***cross reference with Part I, Lessons 6 & 7***)

1.2. All other squadron flights

1.3. Weather Flight Commander (if not included in 1.2. above.)

- 1.4. Communications Squadron flights/elements including:
 - 1.4.1. Radar maintenance
 - 1.4.2. Radio maintenance
 - 1.4.3. METNAV maintenance
 - 1.4.4. Plans and Programs Office (emphasis pending equipment upgrades, replacements, etc.)
 - 1.4.5. Maintenance Control function
- 1.5. Airspace Manager (may be part of Current Operations Flight)
- 1.6. Operations Group Standardization/Evaluation (***cross reference with Part I, Lessons 5***)
- 1.7. Wing Flying Safety Officer (emphasis AOF involvement in Airfield Waivers; Mid Air Collision Avoidance (MACA) Program; Hazardous Air Traffic Reports (recent history, investigations, etc.); Airfield Environment (Bird-Aircraft Strike Hazard)) (***cross reference with Part II, Lesson 7, 10, 11, 12 & 13***)
- 1.8. Local FAA, contract, or host nation facility managers (as applicable)
- 1.9. Legal Office (emphasis controller rights referencing disciplinary issues, investigations, urinalysis's, mishaps, etc.)
- 1.10. Military Equal Opportunity Office (emphasis AF/base policy on discrimination/harassment issues)
- 1.11. Aerospace Medicine and Physical Examinations sections (***cross reference with Part I, Lesson 10***)
- 1.12. Civil Engineering Flights (Plans and Operations) (emphasis mission and organizational structure) (***cross reference with Part II, Lesson 7, 8, 9 & 14***)
- 1.13. Chief, Command Post (emphasis relationship between AOF facilities and command post notifications via land-lines and crash-net communications)
- 1.14. Base Contracting
- 1.15. Civilian Personnel Office (if the flight employs civilians)
- 1.16. Local Area ATC Facilities, Satellite Airport (including flight schools and fixed base operators) (***cross reference with Part II, Lesson 13***)
- 1.17. Aero Club (if applicable)

- 1.18. Public Affairs (emphasize handling of noise complaints and value of AOF facility tours) ***(cross reference with Part II, Lesson 5)***
2. Contact local Air Traffic Representative (ATREP) and Air Force Representative (AFREP), if locally assigned ***(cross reference with Part II, Lesson 6)***.
3. Discuss the role of MAJCOM Airfield Operations Functional managers with AOF/CC. Learn relationship between airfield operations elements from AOF to MAJCOM to AFFSA level.

PART I - Lesson 2

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

AIRFIELD OPERATIONS FLIGHT ADMINISTRATIVE PROCEDURES

OBJECTIVE: Familiarize the AOF officer with the types of documentation developed and maintained in a typical AOF facility. Provide hands-on experience for developing local operating procedures (LOPs). Familiarize the AOF officer with files documentation/disposition. Familiarize the AOF officer with handling of classified information.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-204, AFI 13-213, AFI 13-218, AFI 31-401, AFI 37-123, AFI 37-160V1, FAAO 7210.3, Base Airfield Operations Instruction, and Executive Order 12958.

KNOWLEDGE: Know and understand the following:

1. Discuss development of LOPs, including letters of agreement (LOAs), operations letters, flight/facility instructions, etc., with your trainer (emphasis requirement for MAJCOM approval and the approval process)

TR: AFI 13-203, AFI 13-204, AFI 13-213, and FAAO 7210.3.

2. Discuss files preparation and maintenance with the flight or unit information manager (emphasis periodic maintenance)

TR: AFI 37-123.

3. Discuss how classified information is protected, marked, transmitted, and stored

TR: AFI 31-401, and Executive Order 12958.

TASKS:

1. Identify all items from AFI 13-203, AFI 13-204 and AFI 13-213 that must be included in an LOP. Review all LOPs to ensure appropriate items are included. Identify items from AFIs that are not covered by an LOP and coordinate corrective action.

TR: AFI 13-203, AFI 13-204, AFI 13-213, and AFI 13-218.

2. Review all LOPs requiring MAJCOM approval and ensure an approval letter for each LOP is on file. Identify LOPs missing appropriate approval letters.

TR: AFI 13-203, and AFI 13-204.

3. Draft or revise an actual or sample flight Operating Instruction (OI) and a cover letter requesting MAJCOM approval. Discuss contents of each with your trainer.

TR: AFI 37-160V1.

4. Discuss which base agencies need to coordinate on revisions to the base airfield operations instruction. Include Publications Distributions Office requirements.

TR: Base Airfield Operations Instruction.

5. Review office files with the information manager. Know the location and disposition requirements for the items listed below:

TR: AFI 37-123 Tables 60-1 and 60-3.

5.1. Facility logs, equipment outage logs, position logs

5.2. Military Air Traffic Activity Reports (automated and hard copy)

5.3. Airfield Operations Board, Air Traffic Control and Landing System Board (if applicable) and Training Review Board (TRB) agenda and minutes

5.4. HATR/aircraft mishap data

5.5. Manpower standard computation data

5.6. ATSEP, Operational Readiness Inspection (ORI), Operational Readiness Exercise (ORE) reports and replies to discrepancies (observations/problems, status)

5.7. Flight inspection data (including commissioning information)

6. Help file code documentation, paying attention to how the file custodian determines where documentation should be filed. If possible attend Records Custodian/File Manager training class on base.

TR: AFI 37-123.

7. Review the flight/squadron internal security program with the flight/squadron security manager. Inspect the AOF's classified files (if applicable) for proper markings/storage.

TR: Executive Order 12958, AFI 31-401, and LOPs.

PART I – Lesson 3

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

AIRFIELD OPERATIONS BOARD (AOB)

OBJECTIVE: Provide experience for preparing, conducting and documenting an AOB meeting.

TECHNICAL REFERENCES: AFI 13-204, Airfield Operations Instruction and LOPs.

KNOWLEDGE:

1. Review past base AOB meeting minutes.
TR: AFI 13-204 and Administrative files (minutes).
2. Discuss local policies and procedures with your trainer, including:
TR: AFI 13-204 and LOPs.
 - 2.1. Frequency and composition of the board
TR: AFI 13-204 and Airfield Operations Instruction.
 - 2.2. Location and scheduling procedures
TR: LOPs.
 - 2.3. Preparation and distribution of agenda (emphasis mandatory agenda items)
TR: AFI 13-204 and LOPs.
 - 2.4. Preparation of visual aids
TR: LOPs.
 - 2.5. Local procedures for pre-briefing the board president (if practiced locally)
TR: LOPs.
 - 2.6. Preparation, coordination, and distribution of minutes
TR: AFI 13-204 and LOPs.

TASKS:

1. Prepare for an AOB under trainer supervision. Prepare the agenda, pre-brief the board president (if required,) schedule the meeting, prepare visual aids, and help conduct the meeting.
2. Prepare, coordinate, and distribute board minutes.
TR: AFI 13-204 and LOPs.

PART I – Lesson 4

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

USAF AIR TRAFFIC SYSTEM EVALUATION PROGRAM (ATSEP)

OBJECTIVE: Familiarize the AOF officer with the requirements and purpose of the ATSEP.

TECHNICAL REFERENCES: AFI 13-204, AFI 13-213, AFI 13-218, and AFFSA Special Interest Items (SII).

KNOWLEDGE: Discuss the following with your trainer:

1. The purpose of an ATSEP
TR: AFI 13-204 and AFI 13-218.
2. Steps and procedures in preparing for an ATSEP visit (emphasize importance of a thorough self-evaluation prior to official inspection)
TR: AFI 13-218, SIIs, and LOPs.
3. Inbrief/outbrief
TR: AFI 13-204 and AFI 13-218.
4. Replying to problems/observations and close-out levels
TR: AFI 13-218 and SIIs.

TASKS:

1. Review the unit's last ATSEP report and replies to observations.
TR: AOB Minutes and Administrative files.
2. Working with your trainer, prepare for an ATSEP visit.
TR: AFI 13-204, AFI 13-213, AFI 13-218, and SIIs.
3. Conduct, coordinate, and document quarterly follow-up activity through item closure.
TR: AFI 13-204, AFI 13-218, and SIIs.
4. Complete the Airfield Operations Management (AOM) checklist. Report findings as SAT, UNSAT, or N/A with complete rationale for each. Review your findings with your trainer.
TR: AFI 13-218 and SIIs.

PART I - Lesson 5

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

USAF INSPECTION SYSTEMS

OBJECTIVE: Provide hands-on experience with Air Force inspections. Provide hands-on preparation for inspections, correcting discrepancies, and conducting follow-up documentation. **(cross reference with Part I, Lesson 1, para 1.6)**

TECHNICAL REFERENCES: AFI 13-204, AFI 13-213, AFI 13-220, AFI 90-201, and MAJCOM Checklists.

KNOWLEDGE:

1. Discuss Air Force Inspections Programs with your trainer. Include:
 - 1.1. Definition and purpose of Air Force Inspections
TR: AFI 90-201.
 - 1.2. Steps in preparing for Air Force Inspections events
TR: AFI 90-201, and Local OPLANS.
 - 1.3. AOF management actions before/during the inspection team visit
TR: Local OPLANS.
 - 1.4. The validation process
TR: AFI 90-201.
 - 1.5. Outbrief responsibilities and procedures
TR: AFI 90-201.
 - 1.6. Replying to discrepancies and documenting corrective actions
TR: AFI 90-201.
2. Cooperative Quality Assurance Programs: (OREs; Major Accident Response Exercises (MAREs); Pilot/AOF Liaison Program
TR: AFI 13-204, AFI 13-216, AFI 91-201, and LOPs.
 - 2.1. OREs: Scheduling, conducting, documenting, and follow-up activities
TR: AFI 13-204.
 - 2.2. MAREs: Scheduling, conducting, documenting, and follow-up activities
TR: AFI 13-204.

TASKS:

1. Review the unit's last Unit Compliance Inspection and ORI report, including replies to discrepancies, with your trainer.
TR: Administrative files.
2. Participate in unit preparation for an inspection team's visit. Make appointments, build/conduct briefings, and coordinate the preparatory efforts of the airfield operations staff.
TR: AFI 90-201 and Local OPLANS.
3. Determine the local procedure for AOF coordination on MAREs.
TR: LOPs.
4. Review unit's most recent Nuclear Surety Inspection (where applicable) results/report with your trainer.
TR: AFI 90-201

PART I - Lesson 6

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

UNIT MOBILITY OPERATIONS

OBJECTIVE: Provide familiarization with unit mobility operations, Unit Type Codes (UTCs), deployments, and deployed operations. (*cross reference with Part I, Lesson 1, para.1.1.8*)

TECHNICAL REFERENCES: AFI 10-201, AFI 10-244, AFI 10-400, AFI 13-203, AFI 13-213, AFI 10-403, AFMAN 13-220, OPLANS, and HQ ACC/DORO Readiness Brief (Wartime Mission/Deployment Strategy/Equipment & Capabilities).

KNOWLEDGE: Discuss the following with your trainer:

1. General concept for deployment of airfield operations
TR: AEF Online/Plans/Cycle Calendar, AFMAN 13-220 and AFI 13-213
2. Airfield Operations Unit Type Codes (UTCs)
TR: AFMAN 13-220
3. Base Deployment Plans
TR: OPLANS and Base Support Plan (Parts 1 and 2 (S))
4. Wing responsibilities for mobility and shortfall/reclama procedures
TR: AFMAN 13-220 and AFI 10-400
5. Wing structure at deployed locations (general)
TR: AFMAN 13-220 and AFI 13-213
6. AOF responsibilities in deployed environments
TR: AFMAN 13-220, AFI 13-213
7. Mobility training
TR: AFMAN 13-220, AFI 13-203, and AFI 13-213
8. Status of Resources and Training System (SORTS), and the Aerospace Expeditionary Forces (AEF) Reporting Tool (ART), familiarization.
TR: AFI 10-201 and AFI 10-244

TASKS:

1. Visit the Unit Mobility Officer/NCO and/or Wing Plans to review your UTC taskings and Designed Operational Capability statement (if applicable.).

TR: OPLANS and Unit DOC Statement (S).

2. Compare UTC taskings (if any) with list of personnel available/ assigned to support those taskings, either as primary or alternate members.

TR: OPLANS and AFMAN 13-220.

3. Actively participate in a deployment exercise, attending (as a minimum) the mobility concept brief. Observe AOF actions to notify tasked individuals, continue daily operations, and support the deployment effort.

TR: OPLANS and Base Support Plan.

4. Work with Unit Deployment Manager to update ART and prepare a sample reclama/shortfall justification for WG/CC and MAJCOM review.

TR: AFI 10-244 and AFI 10-400.

5. Assist in preparing monthly SORTS report.

TR: AFI 10-201.

PART I - Lesson 7

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

WING CONTINGENCY AND SUPPORT PLANNING

OBJECTIVE: Identify the basic facts, principles, and processes for contingency and support planning. (*cross reference with Part I, Lesson 1. para.1.18*)

TECHNICAL REFERENCES: AFI 13-202, 13-203, 13-207, 13-213, 25-210, 32-1002, 11-204, 32-4001, Joint Pub 3-52, AF Doctrine Document 2-1.7, local OPLANS, local ATC Contingency Plans, local support agreements, and local letters of agreement.

KNOWLEDGE: Review and discuss with your CAM or AOF Plans representative:

1. Types of plans and their purposes
TR: All.
2. Developing and coordinating plans
TR: All.

TASKS:

1. Visit Wing Plans with the CAM/CCTLR to discuss base support plans and aircraft contingency parking plans (if applicable).
TR: All.
2. Attend a plan working group or revision meeting with the CAM/CCTLR.
TR: All.
3. With the CAM/CCTLR, revise and coordinate a wing plan for which Airfield Operations is OPR (if applicable).
TR: All.
4. Develop an implementation document for a new or recently revised plan.
TR: All.
5. Work with the Exercise Evaluation Team, or local equivalent, to develop an appropriate evaluation of an implemented plan with AOF taskings. Observe the evaluation and report findings to the AOF, CAM and CCTLRs.
TR: All.
6. Conduct an annual plan review and provide inputs to the AOF, CAM and CCTLRs.

TR: All.

PART I - Lesson 8

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

REQUESTING AND EMPLOYING COMBAT COMMUNICATIONS ASSETS

OBJECTIVE: Familiarize AOF officers with the availability of combat communications resources to fulfill emergency replacement of ATCALs. Provide working knowledge of procedures for coordinating requests for combat communications resources. (*cross reference with Part I, Lesson 1, para.1.4*)

TECHNICAL REFERENCES: AFI 10-414 and AFI 33-101.

KNOWLEDGE: Discuss the following with your trainer:

1. Policies for obtaining combat communications asset
TR: AFI 10-414.
2. Funding combat communications assets
TR: AFI 10-414.
3. Limitations on use of combat communications assets
TR: AFI 10-414.
4. Responsibilities of the local unit when requesting combat communications resources
TR: AFI 10-414.
5. Procedures for requesting combat communications resources
TR: AFI 10-414.
6. Understand home station requirements to support deploying elements with deployable communications systems
TR: AFI 33-101.

TASKS:

1. Prepare a sample request for combat communications support. Identify proper coordination for the request. Simulate coordination of funding, allied support, and flight inspection.
TR: AFI 10-414.
2. If available review file copies of previously submitted requests, coordination, etc.
TR: Administrative files.

PART I - Lesson 9

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

RESOURCE MANAGEMENT

OBJECTIVE: Familiarize AOF officers with the unit-level budget and resource management system. (*cross reference with Part I, Lesson 1, para.1.1.5*)

TECHNICAL REFERENCES: AFI 65-601V1.

KNOWLEDGE:

1. Meet with the unit resource advisor. Discuss unit budget and supply procedures. (not required if adequately covered during Lesson 1)
TR: Base FM officer.
2. Meet with the Flight Equipment Custodian. Discuss supply and budget procedures.
TR: Flight Equipment Custodian.
3. Discuss budget development procedures with your trainer.
TR: AFI 65-601V1 and Unit Resource Advisor; Base FM officer.
4. Understand money allocated under the Program Element Code (PEC) 35114 and the different element of expense investment code (EEIC).
TR: Unit resource advisor and/or base financial management (FM) officer.
5. Understand the acquisition process of unit purchased equipment and use/limitations of Government Purchase Card (GPC).
TR: Unit resource advisor and/or base FM officer.

TASKS:

1. Review the current flight budget. Prepare the next fiscal year budget for the flight and discuss it with your trainer. Develop EOY fallout money request.
TR: AFI 65-601V1.
2. Attend a base FM resource management class (if available).
TR: Base FM officer.
3. Review GPC program with unit resource advisor.
TR: Unit resource advisor and/or base FM officer.

PART I - Lesson 10

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

MEDICAL REQUIREMENTS FOR ATC

OBJECTIVE: Provide a working knowledge of the medical requirements for air traffic controllers. Includes scheduling controller physicals, identifying controllers needing physicals, and documenting controller qualification/temporary disqualification. (*cross reference with Part I, Lesson 1, para.1.11*)

TECHNICAL REFERENCES: AFI 13-203, AFI 48-123, and FAAO 3930.3A.

KNOWLEDGE: Discuss the following with your trainer and/or individual responsible for scheduling/monitoring controller physicals:

1. Medical requirements for air traffic controllers
TR: AFI 48-123 and FAAO 3930.3A.
2. Local procedures for tracking air traffic controller medical qualification
TR: FAAO 3930.3A and LOPs.
3. Scheduling controller physicals and notification procedures
TR: AFI 48-123, FAAO 3930.3A, and LOPs.
4. Notification procedures for Duties Not Including Controlling (DNIC) controllers and controllers returned to status
TR: AFI 48-123 and LOPs.
5. Medical disqualification of controllers
TR: AFI 48-123, AFI 13-203, and FAAO 3930.3A.

TASKS:

1. Review facility records of controller medical qualification for ATC duty. Identify any controllers overdue for physicals.
TR: AFI 48-123, FAAO 3930.31, and LOPs.
2. Review LOPs to identify person(s) locally responsible for controller medical qualification.
TR: FAAO 3930.3A and LOPs.

PART I - Lesson 11

Start Date _____
 Date Completed _____
 Trainer/Trainee Initials ____/____
 AOF/CC Initials _____

PERSONNEL MANAGEMENT ACTIONS

OBJECTIVE: Provide a working knowledge of personnel systems typically used in the AOF. Introduce management tools available, including the Unit Management Personnel Roster (UMPR) and Unit Manning Document (UMD).

TECHNICAL REFERENCES: AFMAN 36-2622V5, AFI 13-203, AFI 13-204, AFI 13-213, and AFI 36-2101.

KNOWLEDGE:

1. Discuss manning policies and procedures for assigning inbound personnel to facilities with your trainer.

TR: AOF and Facility Chiefs (AM, Tower, RAPCON).

2. Review the UMPR with your trainer. Discuss the meaning and use of position numbers and how the roster is used to manage personnel assigned to facilities (emphasis right *faces* in correct *spaces*).

TR: AFMAN 36-2622V5 and Facility Chief.

3. Review the UMD with your trainer and discuss how this differs from the UMPR.

TR: AFMAN 36-2622V5.

4. Discuss procedures for accomplishing routine personnel actions (duty title change, position number change, rater change, etc.) with your trainer or IM specialist. Include purpose of completing initial allocation notice.

TR: AFMAN 36-2622V5, Facility Chief, and LOPs.

5. Discuss procedures for upgrading skill level and awarding Special Experience Identifiers (SEIs) with your trainer and chiefs of training.

TR: AFI 36-2101 and AOF Staff/

6. Discuss and explain the difference between a control, duty, and primary AFSC.

TR: AFI 36-2101.

7. Discuss the minimum qualification requirements for a 3-level air traffic and AM Ops coordinator.

TR: AFI 13-203 and AFI 13-213 Glossary.

8. Discuss emergency staffing level (ESL) with your trainer.
TR: AFI 13-204.

TASKS:

1. Conduct a review of the UMPR. Identify necessary corrections; coordinate with appropriate agencies/personnel (as required), and initiate change action.
TR: AFMAN 36-2622V5 and UMPR.
2. Observe actions taken by a supervisor or other official to upgrade an AFSC or award an SEI.
TR: AFI 36-2101.
3. Review personnel action related items on flight/squadron in-processing checklists; determine if new items are needed and/or unnecessary items should be deleted.
TR: Checklists.
4. Calculate ESL for all of your facilities.
TR: AFI 13-204.

PART I - Lesson 12

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

MANPOWER STANDARDS

OBJECTIVE: Provide hands-on experience for determining and validating manpower requirements for a typical AOF facility. Understand the responsibilities of an AOF officer in determining and validating manpower requirements, including variances to the manpower standard for each facility.

TECHNICAL REFERENCES: AFI 38-205, AFI 38-208V1, MAJCOM Sup 113-203 and Air Force Manpower Standard (AFMS) 13E1

KNOWLEDGE:

1. Review the most recent manpower standard computations. Discuss how the computations were done with your trainer.

TR: AFMS, MAJCOM SUP 13-203 and local manpower computations.

2. Review the current airfield operations Air Force Manning Document and discuss its contents and use with your trainer.

TR: AFMS and local manpower computations.

3. Discuss any approved variations to the manpower standard authorized at your unit with your trainer.

TR: AFMS and local manpower computations.

TASKS:

1. Compute the applicable manpower standards for at least one of your facilities, simulating the removal of one position or reduction of operating hours. Compare the results to the *current* approved manpower standard computations.

TR: AFMS; local manpower computations.

2. Prepare an actual or sample manpower change request to increase/decrease one manpower authorization.

TR: AFI 38-208V1 and AFMS.

3. Contact Wing manpower office to discuss AFMS 13E1 standards/deviations at your airfield.

PART I - Lesson 13

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

TRAINING MANAGEMENT

OBJECTIVE: Provide a working knowledge of AOF training programs. Familiarize AOF officers with the basic USAF OJT program and the Training Operation Instruction, Training Review Board (TRB), training evaluations, monitoring training progress, and actions taken for trainees experiencing difficulty. Outline ATC certification and withdrawal procedures.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-204, AFI 13-213, AFI 36-2201, FAAO 7220.1, AT-M-01, and LOPs.

KNOWLEDGE:

1. Discuss the following with your trainer, the CATCT, Chief, Airfield Management Training (CAMT) and the Facility Chiefs:

1.1. Structure of the basic USAF OJT program

TR: AFI 36-2201.

1.2. Structure and development of the facility training programs

TR: AFI 13-203 and AFI 13-213, and AT-M-01.

1.3. Preparation, use, and review of training records and documentation

TR: AFI 13-203, AFI 13-213, and AFI 36-2201.

1.4. ATC Withdrawals:

1.4.1. Types of withdrawal actions

TR: AFI 13-203.

1.4.2. Certificate cancellations and suspensions

TR: AFI 13-203.

1.4.3. Coordination/interaction with Aerospace Medicine and Life Skills for certain withdrawal actions

TR: AFI 13-203.

1.4.4. Coordination/interaction with Military Equal Opportunity for certain withdrawal actions

TR: AFI 13-203.

1.4.5. Preparation of withdrawal packages

TR: AFI 13-203.

1.4.6. Coordination and review of withdrawal packages

TR: AFI 13-203.

2. Discuss the following with your trainer and the CSE or CAMT

2.1. Position certification/facility rating procedures

TR: AFI 13-203 and AFI 13-204.

2.2. ATCS and CTO issue and cancellations

TR: AFI 13-203.

3. Discuss the following with your trainer, the CSE, CAMT, and Facility Chiefs:

3.1. Facility rating suspensions

TR: AFI 13-203.

3.2. Certification/facility rating cancellations

TR: AFI 13-203.

3.3. Special evaluations

TR: AFI 13-203.

4. Discuss the requirement and agenda items for conducting a Training Review Board (TRB).

TR: AFI 13-204.

5. Understand the requirements for attending the AM CAM course.

TR: AFI 13-213.

TASKS:

1. After obtaining a position certification IAW AFI 13-204, discuss the effectiveness of the training program with your trainer, CATCT, CAMT and Facility Chiefs.

TR: AFI 13-203, AFI 13-204, AFI 13-213, AFI 36-2201, and applicable support agreement.

2. Review at least five training evaluations from each AOF facility. Discuss trends and problems with your trainer, the CATCT, CAMT and Facility Chiefs; make recommendations to correct trends.

TR: AFI 36-2201.

3. Prepare sample or actual documentation to designate an individual as an FAA CTO examiner.

TR: AFI 13-203 and FAAO 7220.1.

4. Observe the CSE while performing a position certification. Discuss observations and results with your trainer, the CSE, and Facility CCTLR(s).

TR: AFI 13-203.

5. If withdrawal action becomes necessary in one of the ATC facilities, prepare and coordinate a withdrawal package under the supervision of your trainer and/or the CATCT. Obtain required letters and statements. Schedule/plan meetings with the unit commander and required agencies. If no withdrawal action occurs while doing this guide, review documentation on a previously completed package.

TR: AFI 13-203.

6. Prepare agenda and attend an AOF TRB.

TR: AFI 13-204.

PART I - Lesson 14

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

ENLISTED/OFFICER PERFORMANCE REPORTS (EPR/OPR)

OBJECTIVE: Provide hands-on experience for drafting and editing performance reports in a supervised environment. Establish an understanding of the enlisted and officer promotion systems and the importance of performance reports in each system. Provide information on local policies, procedures, and coordination requirements for performance reports. Note: Trainees should not serve as reporting official until this lesson is complete.

TECHNICAL REFERENCES: AFI 36-2401, AFI 36-2406, and LOPs.

KNOWLEDGE: Discuss the following with your trainer:

1. Key terms and phrases in the performance report review process
TR: AFI 36-2406.
2. The use of feedback including local suspense systems for tracking its accomplishment
TR: AFI 36-2406.
3. How to conduct feedback
TR: AFI 36-2406.
4. Preparation and use of job descriptions
TR: AFI 36-2406.
5. Preparing and using bullet statements including local policies concerning bullet development
TR: AFI 36-2406 and LOPs.
6. The local EPR/OPR review process to include trainee's (current and future) responsibilities in the performance report review process and local procedures for preparing and coordinating a performance report package
TR: LOPs.
7. Importance of the PC III (MILPDS) EPR/OPR roster
TR: EPR/OPR roster.

TASKS:

1. Prepare a simulated performance feedback report on one of your trainer's subordinates.
TR: AFI 36-2406.

2. Prepare a sample EPR (poor performer) with required document for a referral report.
TR: AFI 36-2406.
3. Prepare sample recommended endorsements for a SNCO (rated by your trainer) EPR.
TR: AFI 36-2406.

PART I - Lesson 15

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

RECOGNITION PROGRAMS

OBJECTIVE: Provide hands-on experience for managing local quarterly/annual awards programs, nominations for MAJCOM and AFFSA level awards, Aircraft Save/Assist Award nominations, and Stripes for Exceptional Performers (STEP) packages. Familiarize AOF officers with the requirements for award of the basic, senior, and master ATC and Command and Control Operations badges for officer and enlisted personnel. Familiarize trainee with requirements for USAF Decorations Program.

TECHNICAL REFERENCES: AFI 36-2502, AFI 36-2803, AFI 36-2807, and AFI 36-2923.

KNOWLEDGE:

1. Review requirements for Aircraft Save/Assist Awards submissions and discuss them with your trainer.
TR: AFI 36-2807.
2. Discuss local or command policies on routing of “save” and “assist” nominations, decoration policies, etc. with your trainer.
TR: AFI 36-2807.
3. Review past aircraft “save” and “assist” submissions.
TR: Administrative files.
4. Review requirements for AOF annual award submissions.
TR: AFI 36-2807.
5. Discuss local procedures for selecting nominees and submitting AOF annual awards nominations with your trainer.
TR: AFI 36-2807 and LOPs.
6. Review previous AOF annual award nominations. Compare the nominations against criteria.
TR: Administrative files.
7. Review previous base quarterly/annual award nominations and compare against award criteria.
TR: Administrative files.
8. Review previous STEP nominations. Compare the nominations against award criteria.
TR: AFI 36-2502, local guidance, and administrative files.

9. Review criteria for award of the basic, senior, and master ATC and Command and Control Operations badges.

TR: AFI 36-2923.

10. Review USAF Decoration Program.

TR: AFI 36-2803.

TASKS:

1. Prepare a sample or actual AOF annual awards package in any category.

TR: AFI 36-2807.

2. Prepare a sample or actual Lieutenant General Gordon A. Blake Aircraft Save nomination including decoration nomination if command or local policy dictates.

TR: AFI 36-2807.

PART I - Lesson 16

Start Date _____

Date Completed _____

Trainer/Trainee Initials _____/_____

AOF/CC Initials _____

INTERACTION WITH OTHER BASE SUPPORT AGENCIES ON AIRFIELD MATTERS

OBJECTIVE: Know Airfield Operations' role in coordinating airfield support activities. (*cross reference with Part I, Lesson 1, para 1.7, 1.12, 1.14*)

TECHNICAL REFERENCES: AFI 13-213 and UFC 3-260-01.

KNOWLEDGE: Review and discuss required and informal coordination with Civil Engineering, Logistics, Aircraft Maintenance Operations center, Wing Safety, and other agencies, which impact airfield operations.

TASKS:

1. Assist CAM with coordination of an airfield repair project (AF Form 332).
TR: CAM.
2. Assist CAM or Airfield Management operations personnel with coordination of an airfield restriction.
TR: CAM.
3. Attend monthly Airfield Working Group and Joint Airfield Inspection
TR: CAM.

PART II - Lesson 1

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

FACILITY OPERATIONS

OBJECTIVE: Provide a working knowledge of tasks and procedures accomplished in a typical AOF facility. Identify individual's responsibilities. Learn how facility information is recorded. Learn how facility managers stay informed of all facility events.

TECHNICAL REFERENCES: AFI 13-203, AFI 13-204, AFI 13-213, AFI 31-209, FAAO 7210.3, LOPs, and local directives.

KNOWLEDGE: Discuss the following subjects with your trainer and Facility Chiefs:

1. Facility Procedures
TR: Facility and AOF Operating Instructions, and Policy Letters.
2. Facility logs and forms
TR: AFI 13-203, AFI 13-213, and LOPs.
3. Pre-duty familiarization procedures
TR: FAAO 7210.3, and LOPs.
4. Emergency frequency checks/override checks/emergency warning and evacuation alarms (when installed)
TR: AFI 13-203 and LOPs.
5. Primary and Secondary Crash phone check procedures
TR: AFI 13-203, AFI 13-213, and LOPs.
6. Facility operating hours and opening/closing procedures
TR: AFI 13-203, AFI 13-213, FAAO 7210.3, and LOPs.
7. Facility security procedures
TR: AFI 13-203, AFI 13-213, AFI 31-209, and LOPs.
8. Alternate ATC facilities (if applicable) opening/closing procedures
TR: LOPs.
9. Facility tape/cassette (Digital Voice Recording System (DVRS), Digital Audio Tapes (DAT) and Digital Linear Tape (DLT)) change procedures
TR: AFI 13-203 and LOPs.

10. Requirements for conducting airfield checks and inspections

TR: AFI 13-204, AFI 13-204, AFI 13-213, and LOPs.

TASKS:

1. Visit each AOF facility (including alternate facilities where applicable). Coordinate all actions with your trainer and CCTLR/CAM.

TR: Facility CCTLR/CAM and LOPs.

2. Review a 1-week period of facility logs and forms. Learn what items need follow-up and how it is documented.

TR: AFI 13-203, AFI 13-213, and LOPs.

3. Attend a pre-duty familiarization briefing in an ATC and AM facility. (best opportunity would be to attend briefings while in facility training) Learn what information is passed to personnel before they begin a shift.

TR: AFI 13-203, AFI 13-213, FAAO 7210.3, and LOPs.

4. Observe facilities conducting opening and closing operations (where applicable). Include alternate facilities (where applicable).

TR: AFI 13-203, AFI 13-213, and LOPs.

5. Observe/help with preparation of a duty schedule. (emphasis integration of ancillary training appointments, other appointments, leave, TDY, etc.)

TR: Facility CCTLR/CAM, and LOPs.

6. Perform a tape/cassette (DVRS/DAT/DLT) change under the supervision of a certified controller.

TR: AFI 13-203, FAAO 7210.3, and LOPs.

7. Conduct several different airfield checks (FOD, BASH, RSC/RCR etc.) over a 2-week period with Airfield Management operations personnel.

TR: AFI 13-213, local directives, and LOPs.

PART II - Lesson 2

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

FLIGHTLINE DRIVER'S FAMILIARIZATION PROGRAM

OBJECTIVE: Become familiar with the requirements of the Flightline Driver's Program.

TRAINING REFERENCES: AFI 13-204, AFI 13-213, AFMAN 24-306, AFOSHSTD 91-100, Flightline Driving Computer Based Training and local directives.

KNOWLEDGE: Review and discuss with the DCAM:

1. Components of the program:

1.1. Operating procedures and standards

1.2. Reporting, enforcement and violation consequences

1.3. Training criteria

1.4. Quality Control

1.5. Unit Flightline driver Program manager (VCO/VCNCO) responsibilities

TR: AFI 13-204, AFI 13-213, AFMAN 24-306, AFOSHSTD 91-100 and local directives.

2. Discuss Privately Owned Vehicle passes and escort responsibilities with DCAM

TR: AFI 13-213, AFMAN 24-306, Flightline Driving CBT, AFOSHSTD 91-100 and local directives.

TASKS: Complete your local training program, as required, to obtain a flightline drivers license.

TR: AFI 13-204, 13-213, Flightline Driving CBT and local directives.

PART II - Lesson 3

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

FLIGHT INSPECTIONS

OBJECTIVE: Provides knowledge and skills to manage a flight inspection-monitoring program. Provide skills needed to schedule, and coordinate flight inspections and maintain necessary flight inspection documentation.

TECHNICAL REFERENCES: AFI 13-204, AFMAN 11-225, FAA FIFO scheduler, LOPs, and Local administrative files.

KNOWLEDGE: Discuss the following with your trainer:

1. Facility flight inspection tracking and scheduling procedures
TR: Local administrative files; FAA Flight Inspection Field Office (FIFO) scheduler
2. Frequency of inspection for each NAVAID and System Performance Analysis Rating (SPAR) (if applicable).
TR: AFMAN 11-225.
3. Due dates for next inspection of each local NAVAID
TR: AFMAN 11-225 and Local administrative files.
4. Local procedures (suspense file, status board, etc.) for tracking flight inspection status
TR: AFI 13-204.
5. Local procedures for coordinating flight inspection with FAA FIFO scheduler
TR: Trainer and FAA FIFO scheduler.
6. Facility flight inspection procedures, including remarks in AF Form 3616, etc.
TR: AFMAN 11-225, Section 106.
7. Local coordination procedures with maintenance, flight scheduling, flying units, etc.
TR: 13-204 and LOPs.

TASKS:

1. Review flight inspection files. Ensure commissioning data and most recent periodic evaluation is available for each ATCALS facility.
TR: AFMAN 11-225 and Local administrative files.

2. Monitor/observe the coordination activities for an upcoming periodic, special, or commissioning flight check.

TR: AFMAN 11-225 and LOPs.

3. Observe a flight inspection from an ATC facility (preferably radar).

TR: AFMAN 11-225 and LOPs.

4. Determine actions to be taken if a flight check becomes overdue.

TR: AFMAN 11-225, Section 105.

5. Calculate the inspection “window” and describe how this relates to the due date of the next check.

TR: AFMAN 11-225, Section 105.

PART II - Lesson 4

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

JOINT/SHARED-USE AIRFIELDS CIVIL AIRCRAFT OPERATIONS

OBJECTIVE: Identify the basic facts of joint and shared-use airfields and civil aircraft operations on DoD installations.

TECHNICAL REFERENCES: AFI 10-1001; AFI 10-1002, AFI 23-202, and local directives.

KNOWLEDGE: Review and discuss the following with the CAM:

1. Example of joint use airfield
TR: AFI 10-1001, AFI 10-1002, AFI 23-202, and local directives.
2. Example of shared use airfield
TR: AFI 10-1001, AFI 10-1002, AFI 23-202, and local directives.
3. Requirements for civil aircraft operations
TR: AFI 10-1001, AFI 10-1002, AFI 23-202, and local directives.
4. The differences between authorized/unauthorized landings and how each is processed
TR: AFI 10-1001, AFI 10-1002, AFI 23-202, and local directives.

TASKS: Visit your civilian counterparts, if you have a joint or shared use airfield.

TR: AFI 10-1001, AFI 10-1002, AFI 23-202, and local directives.

PART II - Lesson 5

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____/_____
AOF/CC Initials _____

AIRSHOWS/OPEN HOUSE/SPECIAL EVENTS

OBJECTIVE: Know Airfield Operation's role in planning and executing air show/open house activities. (*cross reference with Part I, Lesson 1, para 1.18*)

TECHNICAL REFERENCES: AFI 10-1001, AFI 10-1002, AFI 13-201, AFI 13-203, AFI 13-213, AFI 11-209, AFI 32-7063 and base guidance.

KNOWLEDGE: Review and discuss with the event coordinators:

1. Actions necessary to plan and arrange air shows, open houses and temporary airfield closures
TR: AFI 10-1001, AFI 10-1002, AFI 13-201, AFI 13-203, and AFI 13-213.
 2. Requirements for airspace waivers, airfield restrictions, and parking plans
TR: AFI 10-1001, AFI 10-1002, AFI 13-201, AFI 13-203, and AFI 13-213.
 3. CAM involvement in the initial planning through execution phases
TR: AFI 10-1001, AFI 10-1002, AFI 13-201, AFI 13-203, and AFI 13-213.
 4. The interaction between airfield management, air traffic and other squadron/base agencies (including Public Affairs and airspace office) in planning and executing aerial demonstrations and special events
TR: AFI 10-1001, AFI 10-1002, AFI 13-201, AFI 13-203, and AFI 13-213.
- TASKS: Assist the CAM planning and executing at least one special event.
TR: AFI 10-1001, AFI 10-1002, AFI 13-201, AFI 13-203, and AFI 13-213.

PART II - Lesson 6

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

AIRSPACE MANAGEMENT

OBJECTIVE: Become familiar with airspace used by wing aircraft. Meet the wing airspace manager and become knowledgeable of his/her duties and responsibilities. (*cross reference with Part I, Lesson 1, para 1.5*)

TECHNICAL REFERENCES: AFI 13-201, AFI 32-7061, FAAO 7400.2, FAAO 7210.3, and Federal Aviation Regulation (FAR) Part 91.

KNOWLEDGE: Meet with the wing airspace manager and discuss the following:

1. Current airspace projects under way
TR: AFI 13-201, FAAO 7400.2, and AOB Minutes.
2. Special environmental impact issues, if any
TR: AFI 13-201, AFI 32-7061, and AOB Minutes.
3. Airspace problem areas
TR: AFI 13-201, FAAO 7400.2, and AOB Minutes.
4. Airspace structure in surrounding area
TR: AFI 13-201 and FAAO 7400.2.
5. Obtaining FARs waivers (while also including Airspace Manager involvement, if any) for an airshow
TR: FAAO 7210.3.
6. Military facility deviations, spill-outs, etc.
TR: FAAO 7210.3.

TASKS:

1. Review the Special Use Airspace (SUA) in the local area. Know what each area is used for.
TR: AFI 13-201, FAAO 7400.2, and local area maps.
2. Review SUA (outside the local area) used by wing aircraft. Know the type operations conducted in each area.
TR: AFI 13-201, FAAO 7400.2, and area maps.

3. Review FAR waiver application procedures. Discuss with your trainer or wing airspace office about how to coordinate waivers to speed limit and minimum altitude requirements in FAR 91 for an airshow.

TR: FAR Part 91 and FAAO 7210.3, Chapter 19.

PART II - Lesson 7

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____/_____
AOF/CC Initials _____

AIRFIELD WAIVERS

OBJECTIVE: Know the process of obtaining airfield waivers and conducting a waiver review.
(*cross reference with Part I, Lesson 1, para 1.12*)

TECHNICAL REFERENCES: AFI 13-203; AFI 13-213, AFJMAN 32-1076, 32-1042, and UFC 3-260-01 (chap 3, 6 and attch 2).

KNOWLEDGE: Review/read AFJAM 32-1076, 32-1042 and UFC 3-260-01 Chapter 3, 6 and attach 2 and discuss with the Chief, Airfield Management:

1. Purpose of airfield waivers
2. Types of waivers (temporary, permanent, construction, permissible deviation and exemption)
3. Process for obtaining (requesting) a waiver
4. Annual review and validation of airfield waivers
5. The role of CAM, CE, TERPS, Communications, Security Forces and Safety personnel in the waiver process

TASKS:

1. Accompany the Chief, Airfield Management during the annual airfield waiver validation.
2. Define imagery surfaces (UFC 3-260-01, ch 3) to include mandatory zones of frangibility. Understand apron clearance requirements defined in UFC 3-260-01, ch 6. Understand imaginary surface definitions as they apply to obstruction lighting requirements per AFMAN 32-1076 and FAR Part 77.
3. Meet CE Community Planner to discuss CE role in waiver process. Ask to review a previously coordinated or draft waiver package. Read UFC 3-260-01, attch 2 prior to meeting.
4. Meet with Wing Safety representatives to discuss ORM assessment process.

PART II - Lesson 8

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

CONSTRUCTION MANAGEMENT

OBJECTIVE: Know the construction process from identification of requirements through acceptance. (*cross reference with Part I, Lesson 1, para 1.12*)

TECHNICAL REFERENCES: AFI 13-213, AFI 32-1042, UFC 3-260-01(attach 15), FAA AC 150/5370-2 and AC 150/7460-2, Local Directives, and LOPs.

KNOWLEDGE: Review references and discuss the following with the Chief, Airfield Management:

1. Identifying requirements for airfield construction
2. Establishing priorities for construction and repair
3. Programming and obtaining funding for projects
4. Environmental considerations (local, state, and national issues)
5. Design reviews
6. Project execution
7. Project acceptance and completion
8. Assist CAM or Airfield Management Operations personnel with coordination of an airfield restriction

TASKS:

1. Accompany the Chief, Airfield Management on a joint agency airfield inspection.
2. With the Chief, Airfield Management, complete an AF Form 332 for an airfield-repair action.
3. Select a project and shadow the Chief, Airfield Management through each phase (if feasible).
4. Attend a Facility Utilization Board (FUB) or local equivalent (where practical).
5. Assist CAM or Airfield Management Operations personnel with coordination of an airfield restriction.

7. Have basic understanding of airfield planning and design criteria including 1000' from runway centerline, 200' from taxiway centerline, apron clearances varying based on most demanding aircraft, 3,000' x 3,000' runway clear zones and 500' zone of frangibility centered on the runway centerline. Conduct several airfield inspections over time with the Chief, Airfield Management document results and initiate corrective actions.

TR: AFI 13-213, local directives, and LOPs.

PART II - Lesson 9

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

ENVIRONMENTAL ISSUES AFFECTING THE AIRFIELD

OBJECTIVE: Gain knowledge of the environmental issues that impact airfield operations.
(*cross reference with Part I, Lesson 1, para 1.12*)

TECHNICAL REFERENCES: AFI 13-213, AFI 32-7061, AFI 32-7063, and AFJI 11-204.

KNOWLEDGE: Review references and discuss with the Chief, Airfield Management:

1. Air Installation Compatibility Use Zones (AICUZ)
2. Hazardous material (HAZMAT) issues
3. Review local HAZMAT procedures and contingency plans for impact on airfield operations
4. Understand Explosive Safety Zone for hot cargo pad as it relates to environmental and construction considerations at your installation.

TASKS:

1. Participate in an AICUZ study or review current AICUZ report (if possible).
2. Meet with Civil Engineering representative to review requirements.
3. Review the Base Airfield Operations Instruction for AICUZ compliance.
4. Participate in a Major Accident Response Exercise (MARE) involving HAZMAT (if possible) (*cross reference with Part I, Lesson 5*)

PART II - Lesson 10

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

BIRD/WILDLIFE AIRCRAFT STRIKE HAZARD (BASH)

OBJECTIVE: Know BASH program requirements and procedures. (*cross reference with Part I, Lesson 1, para 1.7*)

TECHNICAL REFERENCES: AFI 13-213, AFP 91-202, AFI 91-212 and local directives.

KNOWLEDGE: Review references and discuss with the Chief, Airfield Management and Wing Safety:

1. Local BASH Plan
2. Airfield bird/wildlife control measures (long and short-term). For example, short-term is conducting an airfield check to remove wildlife from the airfield right now, it does nothing to eliminate the problem long term. Long-term is hiring a professional, such as a USDA wildlife biologist who knows how to attack these issues while reducing environmental concerns. Long-term is also eliminating ponding and/or piping running water on/near the airfield environment
3. Discuss ammunition acquisition/account management.

TASKS:

1. Attend a BASH Working Group meeting.
2. Accompany the CAM, DCAM, CAMO or airfield management operations shift supervisor on a daily airfield wildlife survey.

PART II - Lesson 11

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

HAZARDOUS AIR TRAFFIC REPORT (HATR) PROGRAM

OBJECTIVE: Provide a working knowledge of the HATR program as well as local responsibilities for collecting information following HATRs. Provide experience for investigating HATR incidents and preparing HATR procedures and checklists. (*cross reference with Part I, Lesson 1, para 1.7*)

TECHNICAL REFERENCES: AFI 13-204, AFI 91-202, Local OPLANS and LOPs.

KNOWLEDGE:

1. Discuss the purpose of the HATR program with your trainer.
TR: AFI 91-202.
2. Review AFI 13-203, AFI 91-202, and local OPLANS/LOPs and procedures concerning HATR reporting and response.
TR: AFI 13-203 and AFI 91-202.
3. Discuss local HATR procedures with your trainer.
TR: LOPs and facility checklists.
4. Discuss required AOF/CC actions following a HATR with your trainer.
TR: AFI 13-203 and AFI 91-202.

TASKS:

1. Review local checklists and instructions concerning HATR response. Identify any requirements of AFI 13-203, AFI 91-202, or local requirements not addressed in checklists.
TR: AFI 13-203, AFI 91-202, and LOPs.
2. Complete the required staff actions following a (simulated or actual) HATR under trainer supervision.
TR: LOPs and facility checklists.
3. Complete a tape transcript of a (simulated or actual) HATR under trainer supervision.
TR: AFI 13-204.
4. Visit the local Safety Office and review a sample of HATRs on file. Discuss how the situations were investigated with the Flying Safety Officer.
TR: AFI 91-202 and Administrative files.

PART II - Lesson 12

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

AIRCRAFT MISHAPS

OBJECTIVE: Provide experience for preparing written aircraft mishap procedures and checklists and a working knowledge of local responsibilities following an aircraft mishap. (***cross reference with Part I, Lesson 1, para 1.7***)

TECHNICAL REFERENCES: AFI 13-204, AFI 91-202, AFI 91-204, OPLANS, and LOPs.

KNOWLEDGE:

1. Review AFI 13-203, AFI 91-204, OPLANS and LOPs concerning aircraft mishap reporting and response.

TR: AFI 13-203, AFI 91-202, and AFI 91-204.

2. Discuss local aircraft mishap procedures with your trainer.

TR: LOPs and facility checklists.

3. Discuss AOF/CC required actions following an aircraft mishap with your trainer.

TR: AFI 13-203 and AFI 91-204.

4. Discuss Accident Investigation Board Process.

TR: AFI 91-204

TASKS:

1. Review local checklists and instructions concerning aircraft mishap response. Identify any requirements of AFI 13-203, AFI 91-204 or local OPlan requirements that are not addressed in checklists or procedures.

TR: AFI 13-203, AFI 91-204, OPLANS, and LOPs.

2. Participate in or observe a Major Accident Response Exercise (aircraft accident scenario) and complete the required staff actions under trainer supervision. (***cross reference with Part I, Lesson 5***)

TR: LOPs and facility checklists.

PART II - Lesson 13

Start Date _____
Date Completed _____
Trainer/Trainee Initials ____/____
AOF/CC Initials _____

MID-AIR COLLISION AVOIDANCE (MACA) PROGRAM

OBJECTIVE: Identify local AOF staff responsibilities in the MACA program. (***cross reference with Part I, Lesson 1, para 1.7& 1.16***)

TECHNICAL REFERENCES: AFI 91-202.

KNOWLEDGE: Discuss AOF involvement in the MACA program with your trainer.

TR: AFI 91-202.

TASKS:

1. Attend a flying safety meeting (when MACA is to be briefed/discussed) and a civilian flight safety meeting (e.g. FAA Aviation Safety Seminar, etc.) (if available). Brief ATC services available from your facilities and their role in the MACA program.

TR: AFI 91-202.

2. Review the local MACA pamphlet. Ensure all ATC information is current and accurate.

TR: Local MACA pamphlet.

3. Meet with the wing safety office MACA representative to discuss local MACA objectives and responsibilities.

TR: AFI 91-202.

4. Visit a satellite airport in your local area with the wing safety office MACA representative.

TR: AFI 91-202.

PART II - Lesson 14

Start Date _____
 Date Completed _____
 Trainer/Trainee Initials ____/____
 AOF/CC Initials _____

TERMINAL INSTRUMENT PROCEDURES (TERPS)

OBJECTIVE: Familiarize individuals with the unit TERPS program, including responsibilities for procedure preparation, coordination, publication, and maintenance of TERPS products. Make AOF officers more aware of their responsibilities under the unit TERPS program. (***cross reference with Part I, Lesson 1, para 1.14***)

TECHNICAL REFERENCES: AFJMAN 11-226, AFMAN 11-230, AFI 13-203, AFMAN 13-215, AFI 14-205, AFI 32-7061, AFI 32-7062, AFI 32-7063, FAAO 8240.36, and FAAO 8260.19.

KNOWLEDGE: Discuss the following with the TERPS specialist and/or your trainer:

1. Requirements for and use of maps, CE tabs, and Charting Update Manuals (CHUM)
 TR: AFJMAN 11-226, AFM 11-230, and AFI 14-205.
2. Essential equipment, space, and time required for the TERPS specialist to effectively perform TERPS duties
 TR: Local TERPS Specialist and AOF/CC.
3. Procedures and programs maintained/developed by the TERPS specialist
 TR: AFMAN 11-230 and Local TERPS Files.
4. Instrument procedure coordination process including flyability check and flight inspection
 TR: AFMAN 11-230.
5. Role of the MAJCOM TERPS section and Air Force Flight Standards Agency (AFFSA) in the TERPS coordination and review process
 TR: AFMAN 11-230.
6. Procedures for requesting radar video maps through the National Geospatial Intelligence Agency, Digital Bright Radar Tower Indicator Equipment (DBRITE) maps through Tinker AFB (ESC/OL-D/E), and local development of digital maps for the Video Map Generator (VMG)
 TR: AFMAN 13-215.
7. Role of the base civil engineer in coordinating a Request for Environmental Impact Analysis (AF Form 813)
 TR: AFMAN 13-215, AFI 32-7061, AFI 32-7062, AFI 32-7063, and Civil Engineering offices.

8. Facility Data Sheets and the importance of keeping these up to date with the TERPS specialist
TR: AFJMAN 11-225, AFJMAN 11-226, AFMAN 11-230, AFI 13-203, FAAO 8240.36, FAAO 8260.19, and Base Civil Engineering offices.
9. Role of an obstacle database in the development and evaluation of instrument procedures with the TERPS specialist
TR: AFJMAN 11-226, AFMAN 11-230, and AFI 13-203.
10. Minimum Vectoring Altitude (MVA) and Minimum Safe Altitude Warning (MSAW) with the TERPS specialist
TR: AFJMAN 11-226, AFI 13-203, AFMAN 13-215, and AFMAN 11-230.
11. Importance of a thorough annual TERPS review
TR: AFJMAN 11-226 and AFMAN 11-230.
12. TERPS Automation (Global Procedure Design)
TR: AFJMAN 11-226 and AFMAN 11-230.

TASKS:

1. Review the local TERPS automation database and files with the local TERPS specialist.
TR: AFMAN 11-230.
2. Review instrument procedure waivers and discuss the waiver coordination process with the unit TERPS specialist.
TR: AFMAN 11-230.
3. Review your facility data sheets with the unit TERPS specialist.
TR: AFMAN 11-230 and FAAO 8240.36.
4. Visit the Base Civil Engineering offices responsible for environmental issues and airfield construction and discuss the relationship required between CE and ATC to make TERPS a successful program.
TR: AFI 32-7062.
5. Discuss the latest annual TERPS review with the TERPS specialist.
TR: AFMAN 11-230.

PART II - Lesson 15

Start Date _____
Date Completed _____
Trainer/Trainee Initials _____ / _____
AOF/CC Initials _____

FLIGHT INFORMATION PUBLICATIONS (FLIP) PROGRAM

OBJECTIVE: Understand FLIP Program management.

TECHNICAL REFERENCES: AFI 11-201, FLIP General Planning, DMA Catalog of Maps, Charts and Related Products.

KNOWLEDGE: Review references and discuss with the Chief, Airfield Management and the FLIP Program Manager:

1. Management of the FLIP ordering and distribution program
2. Air Traffic and Airfield Management responsibilities within the FLIP Program. TERPS submits procedural terms, while AM submits non-procedural terms

TASKS: Assist Chief, Airfield Management in reviewing local FLIP products for accuracy.